State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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COMMISSIONER OF ADMINISTRATION

THIS MEMO HAS BEEN REPLACED BY MEMO #2012-06

May 1, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-55

TO: All ISIS HR Paid Agencies

FROM: Ronald S. Mitchell
                 Director

SUBJECT: Correcting Payroll Expenditures/J5 Rejects in AFS

When regular and off-cycle payrolls are processed, payroll expenditures are posted to AFS with J5 transactions. Regular payroll posts to AFS the Wednesday night before payroll Friday. Off-cycle payroll posts to AFS the next working day after any off-cycle activity is completed by your agency. Agencies must check AFS daily for any J5 transaction rejects. Use the **S**can function on the SUSF table in AFS to search for rejected J5 transactions. OSUP will be checking AFS daily for J5 transactions that have been corrected and are at PEND3 status. OSUP will approve and run corrected J5 transactions daily.

If a J5 rejects in AFS, the correction to ISIS HR cannot be retroactive and in some cases there is no correction to ISIS HR.   If the reject is for incorrect coding (organization, reporting category, etc.) and that coding is not going to be reactivated in AFS, the agency corrects the J5 directly in AFS. It cannot be retroactively corrected in ISIS HR. The agency would need to make the change in ISIS HR effective for the next pay period. If the coding is going to be made valid in AFS (e.g. reporting category was deleted in error in AFS which caused the payroll J5 reject, and the reporting category will be set back up), no action is necessary in ISIS HR as the coding on the record will be valid the next run.

If the reject is because the grant is closed (e.g. doesn't have sufficient funds, etc.) and the correction in AFS is to open/increase funds in the grant and leave the same reporting category on the J5, no action is necessary in ISIS HR as the coding on the record will be valid in the next run. If the grant is not opened, etc., and the correction to the J5 is to change the reporting category, since the J5 was corrected directly in AFS, it cannot be retroactively corrected in ISIS HR. The agency would need to make the change in ISIS HR effective for the next pay period.

If the J5 **does not** reject in AFS but has incorrect coding (the coding is valid in AFS, it is just not the correct coding for payroll or for a specific employee's payroll), the change should be made in ISIS HR retroactively. This will cause ISIS HR to send a J5 crediting the original coding and debiting the "new" coding. There is an exception to this at the end of the fiscal year. If the correction is after June 30th, and it is retroactively corrected in ISIS HR, it will post to the current fiscal year. At this time ISIS HR does not have the ability to post these corrections in the AFS 13th period. Therefore, agencies should make these corrections directly in AFS, and any changes to ISIS HR should be made effective for the current fiscal year.

The following situations will require agencies to process a JV in AFS to correct ISIS HR transactions posted in AFS:

- If an invalid organization or reporting category is in ISIS HR and it is not fixed prior to payroll/off-cycle running, ISIS HR will change the organization to ZZZZ and/or the reporting category to spaces.
- When an agency recoups money for non-wages (e.g., broken/lost equipment, etc.) from an employee in ISIS HR, this transaction will also hit ZZZZ, but with object 3955. Agencies must then process a JV to move these non-wage amounts to the correct organization for that agency.

There are ISIS HR reports that the agencies must run daily which reflect coding that has been inactivated/deleted in AFS after it was entered into ISIS HR. Agencies must run these reports daily to identify what records need to be changed in ISIS HR or possibly what coding needs to be "reactivated" in AFS. The reports are ZF10, Potential Errors from Cost Center Closures; and ZF14, Potential Errors from Reporting Category Closures; also for Department of Labor only, reports ZF12, Closed Function Code Report; and ZF13, Closed NFY Function Code Report. Reports ZF10, ZF14, ZF12, and ZF13 can be accessed through On-Line Help for Reporting under Payroll Master Data-Audit.

If you have any questions in regards to correcting J5 transactions, please contact a member of the OSUP Benefits Administration Unit at (225):

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RSM:SKG/kmb